



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20131017	POSITION: CONTROLLER
OPENING DATE: October 17, 2013	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday	STARTING RANGE: \$114,840 -- \$143,550 DOQ (Grade 11) (Career Service) Entire Range: \$114,840 -- \$177,428
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular
This position is NOT in a collective bargaining unit.	

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The Controller assists the Chief Financial Officer with administering the financial affairs of DCRB. This includes preparing financial analyses of operations, including interim and final financial statements with supporting schedules, for the guidance of management.

PRIMARY RESPONSIBILITIES

1. Manage the activities of the Accounting Department for the accurate and timely dissemination of financial management reports, including, but not limited to, internal and external monthly financial statements, annual audits, and annual budgets.
2. Oversee the activities of the Accounting Department for the complete integration of all agency accounting issues and services, including production of accurate and timely financial statements production, billing and account statements, and disclosures.
3. Oversee the activities of the Disbursement function to ensure the accurate and timely processing of accounts payable, purchase orders, petty cash, expense reports, and cash control, as well as compliance with payroll processing.
4. Oversee the activities of the Accounts Receivable function to ensure the accurate and timely management of all Accounts Receivable aging components, including billings, and cash receipts application.
5. Assist with internal audits of DCRB departments and report results to the CFO and Executive Director.
6. Perform budget vs. actual analysis for CFO and Executive Director on a monthly basis, and track budget variances by departments.
7. In conjunction with the Investment department, track and record cash distributions, wire transfers, and manager fee payments.

8. Establish and maintain systems and controls that verify the integrity of all systems, processes, and data, and that enhance the agency's value.
9. Respond to the CFO with accurate and timely work to facilitate the agency's financial needs and fiscal soundness.
10. Participate in a wide variety of special projects and compile a variety of special reports.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of and the ability to apply general accepted accounting principles, especially GASB pension standards.
- Knowledge of computerized information systems used in financial and/or accounting applications, especially Great Plains and Workplace.
- Ability to analyze and interpret financial data and prepare financial reports in accordance with DCRB standards.
- Ability to establish and implement sound financial internal controls.
- Familiar with actuarial principles and practices regarding public pension plans.
- Ability to make decisions and operate independently with respect to complex issues and business requirements with a high degree of exposure.
- Operational leadership and management skills.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to develop, plan, and implement short- and long-range goals.
- Competence in managing multiple projects simultaneously with a strong results/goal orientation.
- Skill in budget preparation and fiscal management.
- Skill in organizing resources, managing projects, and establishing priorities.
- Excellent communication skills, including the ability to write clearly and succinctly in a variety of communication settings and styles.
- Ability to use rigorous logic and methods to solve difficult problems with effective solutions.
- Ability to work closely with others as part of a team while being able to take full responsibility for outcomes.

BEHAVIORAL COMPETENCIES

- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolve problems in a timely manner, and gathers and analyzes information skillfully.
- Oral communication—the individual speaks clearly and persuasively, delivers group presentations, and conducts meetings.
- Delegation—the individual delegates work assignments, gives authority to work independently, sets expectations, and monitors delegated activities.
- Management skills—the individual includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality management—the individual looks for ways to improve and promote quality, and demonstrates accuracy and thoroughness.

- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.
- Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and material properly.

QUALIFICATIONS

- CPA or MBA in Business Administration, Finance, or Accounting
- Five years hands-on accounting managerial experience
- Proven supervisory experience
- Exceptional communication skills
- Experience accounting for diversified institutional investment portfolios
- Proficient knowledge of excel, problem solving, and analytical skills required

WORKING CONDITIONS

- Normal office environment

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application, cover letter, and resume. The DC2000 Employment Application is available as a fillable document on the “Working at DCRB” page on DCRB’s website. You may view that page here:

<http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Submit application materials to: **HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001**

Or fax materials to: **(202) 343-3302
Attention: HR Director**

Or e-mail materials to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

